



## **Donor Recognition Policy**

**Authority: Library Advisory Board**

**Update history: Adopted by Newberg Library Advisory Board February 21, 2019,**

**Revised October 17, 2019**

The donor recognition boards located within the Newberg Public Library are used to recognize the donations made to the Newberg Public Library and its services and organizations.

Some donor boards are for specific projects and when the project is completed the donor board is installed and isn't altered (i.e. Children's Room Remodel 2014). The required donation to be placed on those recognition boards is established at the time of the project.

The Library Foundation has a donor board in the lobby. Their policy requires a \$20,000 donation to have a name placed on that board. It is managed by the Foundation with assistance from library facilities staff for removal and engraving.

The large wood donor board located in the lobby was first installed upon the occasion of the expansion of the library in 1985. It primarily has the donations to the building fund in 1983-86, but in later years has been used for special gifts and memorials. The amount of donation required to have a name placed on the board has been \$500 since 1983. At the time of this policy, 23 slots are left on the board. In recognition of the limited space and the value of \$500 in 1983 and today, the donation required to have a name placed on the board is now \$1,000.

Donation recognition in books and other collection materials is covered in the Collection Management Policy.

Donor plaques for specific items may also be placed on the equipment or near the item purchased. These and other donor recognition is under the purview of the library director.